About the Education Achievement Authority: The Education Achievement Authority believes in disrupting the status quo in order to ensure a high-quality education for all students. Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not a school system. We believe that ALL of our students can and will achieve. We are always looking at ways to improve while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

JOB TITLE: PowerSchool/SIS Systems Administrator

REPORTS TO: Chief Technology Officer

SUMMARY of POSITION:

The candidate selected for this position will be responsible for leading the technical administration of PowerSchool and PowerTeacher, and for assisting school administrators with using the tool. The candidate will also be responsible for extending the tool to include new functions like a parent portal.

PRIMARY DUTIES AND RESPONSIBILITIES:

The successful candidate should be able to lead, assist and provide a range of technological and administrative services to include the following responsibilities:

Position Responsibilities:

- Maintain the current PowerSchool and PowerTeacher environment and recommend improvements in processes and workflow.
- Plan and execute basic database functions as required/related to systems operations.
- Maintain test environment and plan, implement, coach and train for new releases.
- Create and maintain reporting capability within PowerSchool.
- Lead the research, analysis, requirements, design, testing and implementation of new PowerSchool and PowerTeacher features and modules (Parent Portal, Apps, etc.).
- Monitor ongoing operations and data integrity and assist with student data audits.
- Support State/Federal reporting.
- Work with other district staff to align PowerSchool and PowerTeacher parameters to academic and other policies.
- Maintain appropriate system documentation on procedures and configurations.

- Serve as second-line support to help desk and school-based specialists on user questions and problems with PowerSchool and PowerTeacher, with ultimate responsibility for end user support.

- Coordinate and administer PowerSchool and PowerTeacher trainings to school and district staff.

- Participate in evaluating new academic software projects to determine impacts and configurations.

- Manage a PowerSchool users group within the district (meetings and virtual knowledgebase).

- Perform other duties and responsibilities related to those described above which do not alter the basic level of responsibility of the position.

Additional Skills Desired

- Advanced reporting skills.

- Academic software knowledge and experience (LMS, Content Management, etc.).

- Usage of a full IT support suite is a plus.

- Tie-Net/Special Education reporting, Student Assessment systems and other data analysis systems would be a plus.

Qualifications:

- Excellent customer service and communication skills. Ability to work with people of various backgrounds with all levels of technical knowledge.

- Strong organizational, analytical and problem-solving skills.

- Bachelor's degree in Computer Science or related area or equivalent experience.

- Prefer 2 years' experience managing a PowerSchool/PowerTeacher student information system and gradebook. Must have at least 1 year SIS experience and 2 years systems administration/management experience.

FILING DEADLINE: Posted until filled

SALARY: Commensurate with experience

LENGTH OF WORK YEAR: Twelve (12) Months (school year)

EFFECTIVE DATE: Immediately

METHOD OF APPLICATION: All interested candidates should submit a letter of application and current resume to:
Carla West
Human Resources
Education Achievement Authority of Michigan

300 River Place, Suite 3600 Detroit, Michigan 48227

By Email – EAAjobs@eaaofmichigan.org